

SUBPART B – DOCUMENTATION AND CERTIFICATION

MO407.10(e)(3)

MO407.10 Supporting data

(a) All technical supporting data will be maintained in the client's field office case file or a separate file with location reference in the case file. Supporting data is required for both cost share and non-cost share practices in which NRCS, SWCD, and MDC employees and technical service providers (TSP) working under NRCS authority were involved with the practice design, installation, or application.

(b) A conservation practice is a component of a conservation system that accomplishes the land user's conservation objective. Supporting data is to include a record of planning, design, installation, checking, and maintenance necessary to insure an effective practice application.

(c) Supporting data documentation shall include those characteristics of a practice that can be measured, surveyed, tested, or observed. The completed work is to be checked against the plans and specifications or other requirements to insure a satisfactory job. Check out notes or observations become a part of the supporting data along with previous planning, layout, or documentation records. Anyone documenting completion of a conservation practice shall sign and date a certification statement or appropriate program payment form that the practice meets NRCS standards and specifications. For annual management practices this activity may be documented in the case file assistance notes, conservation plan, or program payment forms. Conservation Practice Installation Certification, MO-CONS-10 dated January, 2005 may be used to document certification of practice installation (see Exhibit 1).

(d) Location identification is required for all practices. This documentation may be a sketch on the job plans, field notes, aerial photographs, special forms, or a reference to the conservation plan map. The location description shall include the field, tract, and farm number.

(e) Documentation shall be sufficient to show that the design, installation, and checkout meet NRCS standard and specification criteria. Minimum documentation requirements for completed Missouri practices are delineated in each practice *Statement of Work* under "Check Out" as posted on the Missouri eFOTG, Section IV, Conservation Practices.

MO407.11 Checking completed work.

(a) Check completed work for compliance with plans and specifications. The checker is to record components that were completed or list the deficiencies for practices that do not meet the minimum requirements.

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(b) Sampling can be used to record supporting data for jobs with a number of similar components such as a system of terraces, subsurface drains, pipelines, drainage or irrigation field ditches, small laterals, and small structures for water control such as checks, turnouts, and pipe drops. The sample should be selected from segments or parts that appear least likely to meet specifications. The checker is to be satisfied that the entire job meets specifications and is to record supporting data for the selected sample. The location of the sampled practices is to be identified.

(c) The supporting data for some practices will include computations for quantity. Computations made when the structure or practice was designed suffice if there are no deviations from the original design.

(d) NRCS and partnering employees must have the appropriate Engineering Job Approval Authority for “construction” to complete checkout of practices that require approval authority (MO-ENG-C12 and MO-ENG-C12A).

(e) Design and installation must conform to approved NRCS technical standards and specifications. The qualified/certified individuals will furnish appropriate information and measurements to show that NRCS standards and specifications have been met. This information provided will be the same documentation as found in the Statement of Work for the practice. Backup data need not be in the same format used by NRCS but must be legible, concise and understandable. The NRCS employee responsible must be satisfied that the work of these individuals will meet specifications before accepting their statements and measurements as supporting data. In addition, complete practice checks should be made on one or more jobs installed by each qualified/certified individual during the year, and the check notes should be recorded and filed. Denote on MO-NRCS-LTP-4 those jobs for which practice checks were made.

MO407.12 Certifying performance for cost share, incentive payments, or completed practices.

(a) Certify performance on all identifiable units of the practice that are completed according to the plans and specifications. The measurements, computations, or other data to support certification can be recorded on job plans, field notes, and special forms.

(b) In certifying performance of practices that are cost shared refer to GM 120 404.70 and/or applicable program manuals.

(c) Landowner certification may be used as a local option for non-structural conservation practice. This process allows the landowner to certify completion of practice installation according to NRCS standards and specifications on cost share or incentive payments claims. The following conditions will apply:

(1) The NRCS District Conservationist (DC) is given the flexibility as to whether or not to utilize landowner certification in their respective counties

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and to establish parameters for quality control. A minimum 10 percent of landowner certified practices must be reviewed for quality each year. The DC may wish to perform quality reviews on more than the minimum until they are comfortable with the procedure and results. The DC shall have the authority to determine which landowners will be allowed to self certify.

- (2) The review procedure shall be random and unbiased with all landowners.
- (3) Communication and training with technical service providers, vendors, custom operators, SWCD employees, landowners, and NRCS technical staff is important to the success of this procedure. This allows the opportunity to identify, prevent, or resolve potential problems and improve overall application and management of conservation practices.
- (4) The concurrence of the SWCD board is required prior to initiating this procedure with state cost share programs.
- (5) Practice documentation requirements will follow items identified in MO407.10e, Supporting Data

(d) Certification requests from an NRCS employee for completed practices with federal or state financial assistance will be referred to the Area Conservationist for servicing when the NRCS employee is assigned to the servicing county or FOSA. Certification requests from an area or state office NRCS employee for completed practices with federal or state financial assistance in a county will be referred to the State Conservationist for servicing.

MO407.13 Record keeping

(a) Documentation and certification of conservation practices shall be maintained in the field office case file. Copies of specific items in the case file may be provided to other federal or state agencies, upon request and allowable under law, to show practice extent and compliance with NRCS standards and specifications and applicable state and federal programs.

(b) Field office records will be maintained to show field office progress in the application of long term contracts and individual conservation practices. Daily access to the field office records must be available. The following forms or equivalent automated records will be used to document field office activities:

- (1) The “Record of Servicing Long Term Contracts”, MO-NRCS-LTP-3 or electronic equivalent, shall be used to record applicants for long term contracts, contracts awarded, status reviews of contract progress, and quality reviews that are conducted. A separate MO-NRCS-LTP-3 may be maintained for each federal or state program that involves NRCS assistance.

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- (2) The “Summary of Field Office Activities for _____ Programs”, MO-NRCS-LTP-4 or electronic equivalent, shall be used annually to record individual practices that have been completed and certified for state, CRP, and GRP cost share programs and shall include all engineering practices installed with or without cost share or incentive payments. The use of “ProTracts” reports will be sufficient for tracking practices in EQIP, WHIP, and CSP. The form may be used to record all practices, such as the installation of management practices if a tracking system is desired. This form is used to record the service provided by field office staff in the completion of conservation practices and quality reviews that were conducted. A separate MO-NRCS-LTP-4 may be maintained for each conservation practice listed in the Field Office Technical Guide that is certified completed within the field office boundaries.

(c) Conservation practices approved by landowner or TSP certification will also be documented on the MO-NRCS-LTP-4 form and will require the same information for landowner or TSP certification as required by NRCS employees.

MO407.14 Long term contracting

(a) For NRCS policy and procedures for installation of conservation treatment through long-term contracts either with Technical Service Providers, Conservation Districts or directly with individual participants under all NRCS cost-share programs, see GM-120-Part 404.

(b) Contract components are found in GM-120-Part 404.45. Specific instructions for contract folder arrangement is contained in GM-120-Part 404.49.

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MO407.14(c)

(a) Exhibit 1 – Sample Certification Worksheet

USDA-NRCS

MO-CONS-10
1/2005

CONSERVATION PRACTICE INSTALLATION CERTIFICATION

Land Owner _____ Tract Number _____

Practice(s) _____

Comments _____

Information and measurements are attached to show the work was completed in compliance with the practice plans and specifications. This is based upon check-out of the as-built (applied) practice at the time construction and/or application was completed.

Show the extent of the practice(s) completed and, when applicable, an itemization of materials furnished and installed or activities completed for the practice(s). Attach additional sheets if necessary.

Field No.	Practice/Item	Extent/Quantity	Unit
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the above listed practice(s) was completed according to the NRCS standards and specifications on the field and area identified above. I understand that this practice(s) may be checked at anytime to insure compliance with the NRCS standards and specifications.

*Landowner / Contractor / Technical Service Provider **Signature*** _____
Date

Practice(s) **(does)** or **(does not)** meet approved plans, standards and specifications.

*NRCS Employee / SWCD Employee / Technical Service Provider **Signature*** _____
Date

_____ NRCS (original) _____ Cooperator (copy) _____ Contactor (copy)

On NRCS copy only, attach required field notes, sketch of practice location on farm, designs, computations, measurements, and quantities. Place this information in the field office case file.